

POLICY FOR DATA REQUESTS OF NMFS OBSERVER-OBTAINED INFORMATION

- 1) The only individuals who may request and receive data include: the owner(s), or the captain acting as an authorized representative for the owner(s), or a vessel participating in the National Marine Fisheries Service (NMFS) Observer Program. No other individuals may be issued any data under this policy.
- 2) Any data request must be submitted in writing on a form letter which may be obtained from a NMFS Observer, or the address below. Two signatures are required on this letter: that of the individual requesting the data, and that of the individual releasing the data. All letters must then be returned to the following address:

Chief, Fisheries Sampling Branch
National Marine Fisheries Service
Northeast Fisheries Science Center
166 Water Street
Woods Hole, MA 02543-1097

Any questions or other requests relating to data release should also be directed to the above address.

- 3) It should be understood that upon release of the requested data, the recipient then becomes responsible for it.
- 4) The individual signing the letter as the “releasor” must issue the information in compliance with this policy.
- 5) Data may not be released upon an oral request, or without first completing and signing the authorized release letter mentioned above.
- 6) Field diaries do not meet the specifications of releasable data under the policy. No field diaries may be copied for, or reviewed by, vessel owners or captains.
- 7) Release of data for trips in which more than 1 vessel participated (i.e. pair trawl trips) may only occur if both vessel owners or captains complete and sign data release letters.
- 8) Any requests for historical data (i.e. data that an observer has already mailed in) should be forwarded to the address above.
- 9) All letters should be completed in pen, not pencil.

(DATE OF REQUEST)

Chief, Fisheries Sampling Branch
 National Marine Fisheries Service
 Northeast Fisheries Science Center
 166 Water Street
 Woods Hole, MA 02543-1097

To Whom It May Concern:

I, _____, the _____
(PRINT COMPLETE NAME) **(OWNER AND/OR CAPTAIN)**

of the vessel, F/V _____, # _____,
(VESSEL NAME) **(USCGDOC#)**

would like to request and authorize a release of the National Marine Fisheries Service (NMFS) observer data, collected and recorded aboard my vessel by a NMFS observer, to myself.

The information I request is from _____ trip _____.
(FISHERY) **(OBS/TRIP ID)**

This trip landed in _____ on _____.
(PORT CITY, STATE) **(DATE LANDED)**

I am making this request as the owner, or the authorized representative of the owner(s), of said vessel. I understand that I am responsible for these data upon release. I further understand that the data I receive may be preliminary, and not yet completely reviewed.

**ADDRESS TO WHICH REQUESTED
 DATA SHOULD BE SENT
 (IF NOT RECEIVED DIRECTLY):**

Sincerely,

(SIGNED NAME)

(PRINTED NAME)

OBSERVERS / DATA RELEASERS

Please check that all of the above information is complete, and correctly and legibly recorded.

Date requested data were copied and issued _____

Signature of data releasor _____

Printed name of data releasor _____